# FY 2024 Suicide Mortality Review Cooperative Agreement

## Application Checklist

To successfully complete the application package, applicants may use the below checklist to ensure that all required elements have been completed and applicable documents have been included. Applications that are missing required documents will not be considered for the Suicide Mortality Review (SMR) Cooperative Agreement.

| Application Requirements<br>*Includes Check box for whether the section has been completed with documentation included.* |
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| **Section A: Background, Qualifications, Experience and Past Performance** *(Maximum 15 points)*<br><br>*Applicants should provide an organizational capacity statement and demonstrate the following required skills: Program Planning, Performance Monitoring, Financial Reporting and Budget Management, and Administrative and Personnel Management.* |
| Organizational capacity statement that demonstrates the skills and experience to implement strategies and activities of the logic model and to manage a Federal award. |
| Program Planning |
| Performance Monitoring |
| Financial Reporting and Budget Management |
| Administrative and Personnel Management |
| **Section B: Logic Model and Program Vision** *(Maximum 15 points)*<br>*Applicant provides a Logic Model in one of two templates provided ensuring a detailed breakdown of short, intermediate, and long-term outcomes and related activities.*<br>*Applicant provides a narrative that describes vision for what the program intends to accomplish with the support of the cooperative agreement and the local context for where the program will be implemented.*<br>*Applicant provides demographics and a clearly defined geographical region.*<br>*Applicants demonstrate current relationship with the Governor's or Mayor's Challenge.* |
| 1. Logic Model **uploaded to UDPaas application** |
| 2a. Narrative that describes: Program Vision |
| 2b. Local context for where the program will be implemented (descriptions of populations within the jurisdiction) |
| 2c. Identification of disparities in suicide and mental health outcomes in the jurisdiction based on geography, race/ethnicity, socioeconomic status, insurance type, preferred language, or other relevant factors |

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| 3. Description of existing work around Veteran-specific SMR activities |
| 4. Description of existing relationship with Governor's / Mayor's Challenge |
| 5. Description of each element of the logic model in greater detail |
| **Section C: SMRC Implementation** *(Maximum 25 points)* <br> *Applicants of Focus Area 1 and 2 have different deliverables. Narrative descriptions should be included to reflect the different deliverables.* <br> *Applicants of both Focus Area 1 and 2 should include a description of the current death investigation system in their jurisdictions.* |
| **Focus Area 1 Applicants** |
| 1. Description of current death investigation system |
| 2. Description of how the applicant will develop relationship with the local death investigation system |
| 3. Description of plan to identify populations of focus (which at a minimum must include Veterans) |
| 4. Description of how applicant will develop an understanding of existing SMR efforts |
| 5. Description of how applicant will work to establish SMR committee |
| 6. Description of how the applicant will develop education around lethal means safety for the community |
| **Focus Area 2 Applicants** |
| 1. Description of current death investigation system |
| 2. Description of how applicant will develop the process for identifying suicide deaths |
| 3. Description of how applicant will develop processes for the operationalization and use of SMR including analysis, and dissemination of findings |
| 4. Description of the access to or plan for accessing data sources with solution to address barriers to access |
| 5. Description of how applicant will manage and maintain a committee inclusive of membership across clinical and non-clinical domains |
| 6. Description of how the applicant will develop education around lethal means safety for the community (as outlined in the NOFO, Focus Area 2 applicants are expected to conduct one Veteran-focused community outreach and one training event each subsequent quarter; however, this particular component in the application will not be considered in the overall score for Focus Area 2 applicants) |
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| **Section D: Work Plan and Staffing** *(Maximum 35 points) Applicants must provide a work plan that includes a description of specific tasks that are reasonable and feasible with realistic completion dates and identification of person(s) responsible. Work plan includes:* |
| 1. Reasonable and feasible tasks |
| 2. Identification of responsible person(s) |
| 3. Implementation strategies that are detailed and will lead to attainment of the proposed objectives and achieve the intended program outcomes |
| 4. Every other month meetings with VA liaison |
| 5. Planned participation in a mandatory VA/SAMHSA led SMR conference (date TBD by VA/SAMHSA) |
| 6. Staffing plan with clearly defined roles |
| 7. Project management structure |
| *8. Focus Area 2 Applicants Only* plan to meet Veteran-specific SMR within 180 days of award |
| **Section E: Area Linkages and Relations** *(Maximum 10 points) Applicants must provide the following descriptions related to area linkages and relations:* |
| 1. Activities the applicant will engage in to convene and connect multi-sector organizations |
| 2. How the applicant will identify populations disproportionately affected with increased risk of suicide, including Veterans |
| 3. How the applicant will identify current gaps in existing programs. |
| 4. How the applicant will identify opportunities to strengthen existing collaborations |
| 5. How the applicant will collaborate with the Governor's / Mayor's Challenge Team to assist in the implementation of SMR work |
| **Section F: Certifications and Required Documents** *(0 points)* *- Focus Area 2 Applicants Only* *Applicants must submit the required documentation for at least one of the following items a-e below. Where the State Medical Examiner / Coroner's Office is not the applicant, a Memorandum of Support with the State Medical Examiner or Coroner's Office is a required document. Where the State Medical Examiner/Coroner's Office is the applicant, at least one of the following items, b-e, are required. All relevant documents must be uploaded to UDPaas application:* |
| a. State Medical Examiner/Coroner Memorandum |
| b. Evidence of Authority to access clinical and non-clinical records (state statutes, regulations, executive orders, etc.) |
| c. State Vital Records Offices Memorandum |

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| d. State Hospital Associations Memorandum of Support |
| e. State Violent Death Reporting System Memorandum |
| **Exhibit Section** *(0 points)*<br>*Applicants must include the following Exhibits (Budget template must include narrative descriptions of the line items and time line and **must be uploaded to UDPaas application.**)* |
| 1. Organizational Chart |
| 2. Personnel resumes that reflect qualifications to meet the goals of the application |
| 3a. Budget template: Staffing: Cost for personnel including salaries, benefits, and roles |
| 3b. Budget template: Services: Detail expenses for services necessary for project implementation including contractors and consultants |
| 3c. Budget Template: Supplies: List costs for materials and supplies needed for the project, including office supplies, specialized equipment, and other necessary items |
| 3d. Budget Template: Travel: Outline expenses for travel related to project activities. Include transportation, accommodation, and per diem costs. |
| 4. Training: Specify costs associated with training activities, including venue, materials, and trainers |
| 5. Letter of Support/MOU from Governor's or Mayor's Challenge detailing extent of working relationship (Optional, but strongly encouraged) |